

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT****TO :** Chief, Basic School**DATE:** 6 June 1956**FROM :** Chief, Administrative Training**SUBJECT:** Weekly Report, 29 May - 5 June 1956

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1. The eighth DDS Cable Refresher was presented 5 June for personnel from DDS, Commercial Staff and General Counsel. This was the final course in which [] will actively participate; the remaining presentation to Communications personnel will be conducted by []. A considerable number of hours have been spent by [] in reviewing current cable traffic and working up problems to fit each group. From the favorable comments and response from the people attending the courses it was time well spent. In addition to the benefit to [] of good contacts made and participation in lively discussions of the problems of various offices, we will further benefit from the materials gathered together. A file has been set up of the many thoughts presented, problems run and feasible solutions reached. We will be able to draw on this material for both the Operations Support and Administrative Procedures courses.

2. The two auditing students in the first week of Operations Support #21 proved to be a disrupting influence to the others in the class. Obviously their interest was less, due to the fact that they did not participate in any of the test situations. When a request comes in for tradecraft tutorial training that cannot be filled by this office because of current work load, it is suggested that the Operations School take over this responsibility rather than enter students in the class for only one week. This was discussed with []. He indicated that he did not know these students were in the class for only one week.

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3. The long-range schedule is now finalized. This was closely coordinated with [].

4. The first seminar discussion of the course case in Operations Support was a great success. So much so, that future plans include additional seminars. The students were asked to submit questions they had on the case and from these the instructors were able to lead the seminars in a fairly uniform fashion.

5. The surveillance problem was conducted 5 June without incident.

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